



Human Resources

DATE POSTED: October 18, 2005

REQ. # 05-259

**NOTICE OF JOB OPENING
ST. LUCIE COUNTY BOARD OF COUNTY COMMISSIONERS
EQUAL OPPORTUNITY EMPLOYER**

2300 Virginia Avenue Fort Pierce, Fl. 34982 – 5652

Telephone (772) 462-1546 Jobline (772) 462-1967

<http://co.st-lucie.fl.us>

This position must be posted for at least five (5) working days from **10-18-2005** TO **10-24-2005**,
but will remain open until filled.

DEPARTMENT/DIVISION
PUBLIC WORKS - CODE COMPLIANCE

POSITION AVAILABLE
CODE ENFORCEMENT BOARD SECRETARY

OF OPENINGS
1

STARTING SALARY
\$12.71 / hour

COMMENTS

VETERANS PREFERENCE
It is the policy of St. Lucie County to give preference to eligible veterans and spouses of veterans in appointment and retention in county employment positions in accordance with Chapter 295, Florida Statutes, and Chapter 22VP-1, Florida Administrative Code. Copies of Chapter 295 and Chapter 22VP-1 are available for review in the Human Resources Department.

JOB CODE: 917

PAY GRADE: 14

SALARY: \$12.71 - \$19.39

CODE ENFORCEMENT BOARD SECRETARY

MAJOR FUNCTION: Specialized responsible and complex office support to the Code Enforcement Board. Work involving the performance of a number of varied office and administrative tasks, code case management, board minutes and agendas, all appeals and request for reductions.

KNOWLEDGE, ABILITIES, AND SKILLS NEEDED IN ORDER TO PERFORM THE ESSENTIAL JOB FUNCTIONS: **Knowledge** - Knowledge of modern office practices, board/judicial procedures, code enforcement, and commercial arithmetic. Knowledge of business English, spelling and arithmetic. Knowledge of principles and practices of office management. **Abilities** - Ability to prepare board agendas, board minutes, legal board orders, routine documents, compose business letters and memoranda. Ability to make decisions in accordance with considerable poise, tact, patience, and courtesy. Ability to make minor decisions to relieve the schedules of supervisors. Ability to work independently without direct supervision. Ability to supervise other lower level clerical staff. Ability to type, take and transcribe dictation from electronic equipment. Serves as personal assistant to a high level administrative official by planning, initiating and carrying to completion clerical, secretarial and administrative activities. **Skills** - 50 correct words per minute for typing, and 60 words per minute for dictation.

ESSENTIAL JOB FUNCTION: Provides administrative staff and support to a supervisor of a large unit/department and the code enforcement board and may supervise other subordinate clerical employees. Independently composes and replies to correspondence in accordance with departmental and County procedures. Would prepare all documentation from the Code Enforcement Board; orders, liens, request to appeal, posting, etc. Processes code fines and payments. Operates standard office machines. Develops material for supervisor's use in public speaking engagement. Attends conferences to take notes, or is briefed on meetings immediately after they take place in order to know what amendments were made and what developments have occurred in matters that concern the supervisor. Makes arrangement for conferences including space, time and place. Informs participants of topics to be discussed and may provide them with background information. Takes minutes of board, conference or committee meetings. Assembles agenda for meetings. May read and route incoming mail and assemble files and other materials to facilitate the supervisor. Receives and routes telephone calls, answers questions which may involve the interpretation of policies and procedures. Serves as receptionist in the department. Answers telephone and gives information in response to inquiries and requests. Channels trouble calls to appropriate departments for prompt efficient handling. May serve as office receptionist, greets, announces and routes visitors. Interviews and makes preliminary selection of clerical, stenographic and secretarial employees. Makes assignments, schedules hours of work, provides for office coverage and reviews the work of subordinate employees. Researches and assembles specialized documents, reports and data for a supervisor. Performs related work as requested or assigned.

ESSENTIAL PHYSICAL SKILLS: Use of both hands and fingers with dexterity. Good hand/eye coordination. Very frequent use of good near vision and good hearing, with or without correction. Occasional walking and frequent standing. Ability to lift occasionally 30 pounds.

ENVIRONMENTAL CONDITION REQUIREMENTS: Constant work inside the office in a sedentary posture.

WORK HAZARDS: Possible vision dysfunction due to heavy computer work.

SAFETY EQUIPMENT USED OR NEEDED: None.

EDUCATION: Graduation from high school or possession of an acceptable equivalent diploma, Florida Association of Code Enforcement Level I certificate which must be obtained within 1 year, typewriting and business practices, preferably a graduate of a recognized business school or college.

EXPERIENCE: Considerable experience in performing exacting stenographic and clerical work. Five (5) year of which must have been a progressively responsible nature. A comparable amount of training or experience may be substituted for the minimum qualifications.

LICENSE, CERTIFICATION OR REGISTRATION: Florida Driver's License is required with a good driving record.

Union	Non-Union ✓	Exempt	Non-Exempt ✓
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